

LETS - Lab Employee Time System

About LETS:

LETS is the time entry system for Lab employees (excluding GSRAs). The system was developed and implemented at Berkeley Lab in the mid-1990's, and was the first ORACLE-based business application to be deployed lab-wide.

LETS allows employees to enter their own time, and allows supervisors to review and approve time for their employees. LETS provides information such as current leave balances, active projects and pay policies. All time entered into the system is checked for validity.

LETS provides the capability to submit, approve and transmit employee time and project data to other Berkeley Lab systems, including the Payroll and Labor Distribution systems.

LETS can be accessed via the Internet from within the Lab or remotely, by Employees, Approvers, backup Approvers, Timekeepers, backup Timekeepers, Inputters, backup Inputters and Work Leads.

Access

to LETS is via <https://lets.lbl.gov>

LDAP user name and password, as well as a LETS role are required.

To request an LDAP username and password go to [Computer Accounts \(New\)](#) and click in the Google Apps checkbox

LETS roles are assigned automatically to employees who enter their own time in LETS, and to Approvers, backup Approvers, Timekeepers, backup Timekeepers, Inputters, backup Inputters and LETS Work Leads.

Problem Reporting:

For problems using LETS, contact letsteam@lbl.gov.

For LDAP password problems, contact the Central Help Desk at x4357.

Deadlines for Time Certification Reports Checklist Entries

Report Month	Entry Deadline
December 2016	January 17, 2017 - 5 pm
January 2017	February 15, 2017 - 5 pm
February 2017	March 15, 2017 - 5 pm
March 2017	April 17, 2017 - 5 pm
April 2017	May 15, 2017 - 5 pm
May 2017	June 15, 2017 - 5 pm
June 2017	July 17, 2017 - 5 pm
July 2017	August 15, 2017 - 5 pm
August 2017	September 15, 2017 - 5 pm
September 2017	October 16, 2017 - 5 pm
October 2017	November 15, 2017 - 5 pm
November 2017	December 15, 2017 - 5 pm
December 2017	January 16, 2018 - 5 pm

Sweep Dates:

For upcoming Sweep dates, use the Sweep Dates link in the LETS application

Status:

Operational.

System Requirements:

Supported Browsers
Firefox, Safari, Chrome

Functional Owner:

Office of the Chief Financial Officer, Controller's Office, Payroll; contact payroll@lbl.gov

IT Business Systems Owner:

HR Systems Support; contact iss-hris@lbl.gov.

Documentation:

Click [here](#) to see the LETSLite User Guide.

Click [here](#) to see the LETS FAQ

Click [here](#) to see LETS Employee Navigation Highlights

Click [here](#) to see the LETS Approver Navigation Guide

Click [here](#) to see the LETS Timekeeper Manual

Training:

Contact payroll@lbl.gov